



MAKE A DIFFERENCE – JOIN THE EUROPEAN COMMISSION

Do you want to help shape the future of the European Union? Make the planet greener, promote a fairer society, or support businesses and innovation across the EU? Then come and work for the European Commission where you can really make a difference!

Commission staff are a diverse group of people, who are motivated to help make Europe – and the world – a better place. They come from the 27 Member States of the European Union. Different nationalities, languages and cultures make the Commission a vibrant and inclusive working place.

WE OFFER ATTRACTIVE WORKING CONDITIONS AND MUCH MORE:

- Interesting and challenging positions with plenty of opportunities for training and acquiring new skills and competencies over your whole career;
- Opportunities to try several areas of work throughout your career;
- Flexible working conditions and the possibility of teleworking – we care about your work-life balance;
- A competitive financial package, including comprehensive sickness, accident and pension schemes;
- Multilingual schools for your kids;
- We are also proud to be an equal opportunity employer and promote diversity and inclusion.

We recruit from a wide range of backgrounds:

We are not only recruiting political scientists and lawyers but also looking for all kinds of profiles, including natural scientists, linguists and economists, as well as drivers and engineers.

For more information ec.europa.eu/work-with-us.



STAFF RECRUITED ON CONTRACTS

In addition to permanent officials, the European Commission often recruits non-permanent staff. There are two categories of non-permanent staff:

- [temporary agents](#) are recruited to fill vacant positions for a set amount of time or to perform highly specialised tasks.
- [contract agents](#) may provide additional capacity in specialised fields where an insufficient number of officials is available or carry out a number of administrative or manual tasks. They are generally recruited for fixed-term contracts (maximum 6 years in any EU Institution), but in some cases they can be offered contracts for an indefinite duration (in offices, agencies, delegations or representations).

For more information on different [staff categories](#).



Conference operator

DG OIL of the European Commission

Office "Infrastructures et logistique" – Luxembourg

Selection reference : OIL/COM/2023/2289

Domain* : Personnel de soutien – Régisseur de conférence

Where : Unité OIL.02 - Communication – IT – Conférences – Service courrier – Santé et sécurité au Travail, Luxembourg

Staff category and Function Group: Agent temporaire 2b – Assistant

Grade: AST 1-3

Publication deadline: 08/02/2024 – 12.00 (Brussels time)

WE ARE

L'Office Infrastructures et Logistique (OIL) Luxembourg est un office administratif qui compte près de 430 personnes au sein de son effectif.

Notre mission principale est d'offrir un espace de travail adapté en matière de confort et de sécurité et d'assurer la mise en place d'infrastructures sociales et logistiques pour l'ensemble du personnel de la Commission à Luxembourg.

Nos services, toujours réalisés dans le respect d'une démarche qualité, sont également délivrés auprès d'autres institutions et organes européens présents sur le site de Luxembourg.

L'unité OIL.02 est composée de 50 personnes et est répartie en deux secteurs. Elle est en particulier chargée de la gestion du service Courrier ainsi que de la gestion documentaire de l'Office, de l'Informatique, des salles de Conférences à Luxembourg, des actions de Communication de l'OIL, ainsi que de la mise en œuvre de la politique de Santé et Sécurité au travail sur le site de Luxembourg.

WE PROPOSE

OIL.02 recherche un(e) collaborateur(trice) très motivé(e), dynamique, rigoureux(se) pour :

- assurer le bon fonctionnement des infrastructures liées aux conférences, situées dans les bâtiments de la Commission à Luxembourg ;
- fournir aux utilisateurs, des services liés au support technique et au support logistique des réunions/conférences organisées au sein de la Commission à Luxembourg.

Entre autres, il/elle devra :

- procurer un appui administratif et logistique au chef de secteur Informatique/Conférences/DMO-CAD/Service Courrier et au chef de section du pôle Conférences, dans le cadre des activités liées au



domaine de responsabilité ;

- assurer des tâches administratives et techniques variées et intéressantes (voir description de poste) ;
- faciliter la communication à l'intérieur comme à l'extérieur de l'OIL.

Cette fonction nécessite de travailler en étroite collaboration avec le chef de secteur concerné ainsi que toutes les personnes de l'équipe du pôle Conférences en général (chef de section/chef d'équipe, responsable du planning des réunions et autres techniciens de conférences). Vous intégrez une équipe motivée et engagée, caractérisée par une bonne ambiance de travail.

WE LOOK FOR

OIL.02 recherche un(e) collègue discret(ète), autonome et proactif(ve) possédant une expérience professionnelle d'au moins 10 ans, liée à la nature des fonctions, pour assurer le rôle de technicien de conférences, au sein du secteur OIL.02.002.

Le/la candidat(e) idéal(e) dispose :

- de très bonnes qualités relationnelles et interpersonnelles ;
- d'un grand sens du service orienté vers la clientèle et d'une bonne flexibilité et réactivité face aux exigences des unités/DGs ;
- d'une capacité à communiquer aussi bien à l'oral qu'à l'écrit dans différents contextes à tout niveau hiérarchique ;
- d'une excellente maîtrise des équipements audiovisuels ;
- de solides connaissances sur les avancées technologiques dans le domaine audiovisuel et multimédia ;
- de très bonnes capacités à organiser/gérer son emploi du temps journalier et à prioriser les tâches qui lui ont été octroyées ;
- d'un très bon sens de l'initiative et également des responsabilités ;
- d'aptitudes à rédiger de façon claire et concise pour exécuter les tâches qui lui incombent.

De bonnes connaissances en français et en anglais, tant à l'oral qu'à l'écrit, sont nécessaires.

Une expérience professionnelle avérée et récente dans le domaine des technologies et des matériels multimédias constitue un avantage certain.



HOW TO EXPRESS YOUR INTEREST?

You should send your documents in a single pdf in the following order:

1. your CV 2. motivation letter 3. duly filled in application form.

Please send these documents by the publication deadline to OIL-02-EXTERNAL-APPLICATIONS@ec.europa.eu indicating the selection reference COM/2023/2289 in the subject.

No applications will be accepted after the publication deadline.



ANNEX

1. Selection

➤ Am I eligible to apply?

You must meet the following eligibility criteria when you validate your application:

Our rules provide that you can only be recruited as a temporary agent at the European Commission if you:

General criteria:

- Are a citizen of a Member State of the EU and enjoy full rights as a citizen;
- Have fulfilled any obligations imposed by applicable laws concerning military service;
- Are physically fit to perform the duties linked to the post;
- Produce the appropriate character references as to suitability for the performance of the duties.

Qualifications:

In order to be recruited in this position, you must have at least either a level of post-secondary education attested by a diploma, or a level of secondary education attested by a diploma giving access to post-secondary education, and appropriate professional experience of at least three years.

Only qualifications issued or recognised as equivalent by EU Member State authorities (e.g. by the Ministry of Education) will be accepted. Furthermore, before recruitment, you will be required to provide the documents that corroborate the eligibility criteria (diplomas, certificates and other supporting documents).

Languages:

- have a thorough knowledge (minimum level C1) of one of the 24 official languages of the EU¹
- AND a satisfactory knowledge (minimum level B2) of a second official language of the EU, to the extent necessary for the performance of the duties.

¹ The official languages of the European Union are: BG (Bulgarian), CS (Czech), DA (Danish), DE (German), EL (Greek), EN (English), ES (Spanish), ET (Estonian), FI (Finnish), FR (French), GA (Irish), HR (Croatian), HU (Hungarian), IT (Italian), LT (Lithuanian), LV (Latvian), MT (Maltese), NL (Dutch), PL (Polish), PT (Portuguese), RO (Romanian), SK (Slovak), SL (Slovenian), SV (Swedish).



➤ **What about the selection steps?**

The post was published internally within the Commission, inter-institutionally, and brought to the attention of competition laureates.

In accordance with Article 29 of the Staff Regulations, applications from Commission officials, officials from other Institutions, and laureates of competitions have priority. Only in the case that no suitable candidate can be found from the afore-mentioned categories this vacancy notice is published and is open to other applicants².

The selection panel will choose a limited number of candidates for interview, based on the CV and motivation letter that they submitted. Due to the large volume of applications, we may receive, **only candidates selected for the next step of the selection phase will be notified.**

For operational reasons and in order to complete the selection procedure as quickly as possible in the interest of the candidates and of the institution, the selection procedure will be carried out in English and possibly in a second official language.

2. Recruitment

The candidate selected for recruitment will be requested to supply documentary evidence in support of the statements made in their application.

The successful candidate will be required to undergo a mandatory pre-recruitment medical check-up, carried out by the Commission.

➤ **Type of contract and working conditions**

The place of employment will be in **Luxembourg**.

In case the successful candidate is an external candidate, s/he will be engaged as a **temporary agent under Article 2(b)/2(d) of the [Conditions of Employment of Other Servants](#), in function group AST.**

² Officials from the Commission or other Institutions are invited to use the standard channels (Sysper or inter-institutional vacancy portal).



The recruitment grade, as well as the step in that grade, will be defined on the basis of the duration of the candidates' previous appropriate professional experience, in accordance with [Commission Decision C\(2013\)8970](#) laying down the criteria applicable to classification in step on engagement.

The duration of the **1st contract will be of 3 years**. The contract might then be extended only once for a maximum of 2 years and in the interest of service. The duration of the extension will be defined according to the General Implementation Rules in force at that moment, in accordance with [Commission Decision C\(2013\)9049](#) on policies for the engagement and use of temporary agents.

All new staff have to successfully complete a 9-month probationary period.

The pay of staff members consists of a basic salary supplemented with specific allowances, including, where applicable, expatriation and family allowances. The provisions guiding the calculation of these allowances can be consulted in the Conditions of Employment of Other Servants. As a member of staff of the European institutions, your pay is subject to a tax raised by those institutions.

The European Commission applies a policy of equal opportunities and non-discrimination in accordance with Article 1d of the Staff Regulations.

Should you need further information on working conditions, please refer to [Working conditions and benefits of EU Careers](#).

For information related to Data Protection, please see the [Specific Privacy Statement](#) under “7. Information to data subjects on their rights”, to find your rights and how to exercise them in addition to the privacy statement, which summarises the processing of your data.